

DISTANCE EDUCATION COURSE APPROVAL

APPLICATION COVER PAGE

CERTIFICATION

I HEREBY CERTIFY that, to the best of my knowledge, the information contained in this application for distance education course approval is correct.

The signature of the following designee represents an agreement that the entity will comply with the regulations for distance education courses in Nevada.

If applicable, indicate the date the entity's board of directors or governing body met to approve the submission of the courses included in this application: _____

If applicable, identify any accreditation status earned by the entity making application and the organization granting the status: _____

Name and Signature of the designee given permission to file this application:

Name and Title (Please type)

Signature, Designee

APPLICANT INFORMATION

Applicant (Legal Name of Entity)	Mailing Address (Street, P.O. Box, City/Zip)
Name and title of authorized contact person	Telephone number of authorized contact person Fax Number Email address

Date Received by Department of Education:

SECTION 1. LIST ALL COURSES BEING REQUESTED FOR APPROVAL:

Under this Section, please provide a list of all courses being requested for approval with this application. For each course, the following information must be provided: Specific title of course; if applicable, course number; and grade level(s) of the course.

<u>Course Title</u>	<u>Course #</u>	<u>Grade Level(s)</u>
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SECTION 2. INDIVIDUAL COURSE INFORMATION

This Section must be completed for each course identified in Section 1 that is being requested for approval with this application. Make additional copies of this page as needed.

1. Specific title of the course.

2. If applicable, list the course identification number. _____

3. The grade level(s) of the course. _____

4. Indicate the amount of credit that a student can earn with the successful completion of the course. _____

5. How many hours of instructional time will be required to successfully complete this course?

6. Provide the name of the contact person, telephone number, fax number and the email address, for the person responsible for the course if different from the person listed on the application cover page.

☐ Check the box at the left if the information for the contact person is the same as given on the course application cover page. If different:

Name: _____

Telephone Number: _____

Fax Number: _____

Email Address: _____

SECTION 3. ADDITIONAL COURSE INFORMATION

As separate attachments to the individual course information page (Section 2), provide the following information for each course being requested for approval with this application.

1. Provide a detailed course description. Please include a copy of the course syllabus and identification of textbook(s) to be used as part of the course including any supplemental textbooks. For all textbooks and supplemental textbooks, list the exact title and edition of the textbook, the publisher's name, and the copyright date.
2. Provide a description of the instructional methodology (i.e. two-way video, Internet hook-up, computer program, etc) that will be used for the delivery of this course. Include in the explanation how the instructor assigned to the course will meet or otherwise communicate with the students taking the course on a weekly basis to discuss pupil progress.
3. Describe how student achievement will be assessed for the students enrolled in the distance education course. Also describe the criteria to be used to determine the student's grade at the completion of the course.
4. Provide documentation that the course is aligned with state standards or with the course of study objectives adopted by the state. The state academic standards in English Language Arts, Mathematics, Science, Social Studies, Health, Physical Education, Computer & Technology Education, Foreign Language, and the Arts may be obtained or viewed at the Nevada Department of Education website: www.nde.state.nv.us/sca/standards/index.html. The Course of Study objectives for all other subject areas are found in Nevada Administrative Code 389 and can be obtained or viewed at the Nevada Legislative Website: www.leg.state.nv.us/NAC/NAC-389.html.
5. Provide the name of the licensed instructor who will instruct the course and a copy of a valid teaching license if the course is in a core subject area. Core subject areas are considered to be English language arts, mathematics, science and social studies.

If an instructor has not been designated at the time of this application, provide a detailed description of the qualifications needed for employment of an instructor to teach this specific course.

Please Note: The license held by an instructor of a course in a core subject area must authorize the person to teach the subject area of the course in the state in which the license is held and at the appropriate grade level. If the course to be provided is not in a core subject area, submit a description of the qualifications that will be used to employ a person to instruct this specific course.